

Amesbury Community Carnival & Show
c/o Amesbury Town Council
2 Flower Court, Flower Lane
Amesbury
Wiltshire SP4 7JE

Tel: 07391 227368
enquiries@amesburycarnival.org



Amesbury Carnival Pitch Application Form Saturday, 15th June 2019

***** This form is NOT for catering bookings or pitches selling refreshments. To book please contact us on enquiries@amesburycarnival.org *****

Name:						
Business Name (if applicable):						
Address:						
Email Address:						
Telephone No:						
Stall Description (including type of business, goods offered etc):						
Stand location (please tick)	General stands		Dog show arena		Craft area*	

* Subject to demand. If there is insufficient demand craft stands will be located in the general stand area.

Type of Stand		Size	Cost	Please tick
Field Pitch (space only)	Charity	5m	£25	
	Registered Charity No: (must be provided if a charity pitch is requested)			
	Non-Charity / Commercial	5m	£35	
	Additional space @ £10 / metre			
One off Public Liability insurance (if required)			£10	
Total payable				
Payment method		Cheque	BACS	

I have read and agree to the Terms and Conditions overleaf

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Signed _____

I enclose the following (please tick)

Copy of Full Risk Assessment

Copy of Public Liability Insurance

BACS & CHEQUE PAYMENTS TO:

AMESBURY COMMUNITY GROUP CARNIVAL Sort Code: 30-90-21

A/C: 01994656

Amesbury Carnival 2019 Pitch Bookings Terms & Conditions

Access to site	<p>You will be able to access the field from 8.30am. On arrival please report to the headquarters tent who will let you know where your pitch is located.</p> <p>Please ensure your pitch is set up by 11.00am at the latest. The showground itself opens to the public at 11.00am and you will not be permitted entry to the field to set up after this time due to the Carnival procession and general public arriving.</p> <p>Vehicles are not permitted to move during the day except by prior arrangement with the Bookings Secretary. Movement at any time of vehicles will be strictly controlled and you must <u>drive slowly with hazards on</u> and follow the direction of marshalls.</p>
Parking	<p>You will be able to park your car near your pitch to set up. You will be advised where to park by marshalls. Other cars should be moved to the general car park area on the field.</p>
Car parking passes / admission	<p>Your pitch booking fee allows you personally free admission to the day and also for the designated number of helpers notified to you by the Bookings Secretary. If you do not have a car or person pass you will have to pay to enter the field.</p> <p>Please advise the registration number of the vehicle you are bringing by Friday, 7 June. A car pass and person pass will be sent to the address provided on the booking form. If you need more passes please contact us as soon as possible.</p> <p>General admission is £6.00 for adults; £2.50 for children aged 5 to 16; children under 5 have free admission; Family tickets (two adults and up to three children) are £15.00. Car parking on the field is charged at £2.50 per car in addition to the entry price. Discounted price advance tickets will be available.</p>
Payment and documentation	<p>As part of your booking application we require a copy of your risk assessment, a copy of your PLI certificate (which must be valid for the date of the Carnival and have a minimum liability of £1,000,000), and payment for your pitch. If you wish to be included on our PLI cover for the day please include the £10 payment with your pitch booking fee. If payment and documents have not been received by 10 June 2019 your booking will not be confirmed and you will not be allowed entry to the field. Bookings are not confirmed until all requested documentation and payment is received.</p> <p>Please note that in the unusual event that the show is cancelled due to exceptional circumstances, the Amesbury Community Group Carnival regrets it is unable to issue a refund.</p> <p>Applications without a valid name, address and telephone number will not be accepted. Acceptance of a pitch application form is not guaranteed and it may be presented to the Carnival Committee for consideration before your booking is confirmed. The Carnival Committee reserves the right to refuse admission or participation in this event for whatever reason.</p>
Cancellations	<p>A 50% refund will be made for cancellations received 30 days before the Carnival date. The carnival is unable to offer any refund for cancellations received after 15 May 2019.</p>
General notes	<p>Please note, that unless you have booked a catering pitch you will not be permitted to sell refreshments of any kind on your stand. You may be asked to leave if you are found to be selling such items. Catering concessions pay a premium pitch fee to attend the carnival.</p> <p><u>Exclusivity:</u> We do not offer exclusivity for any type of business (not including catering concessions). Participation is a business decision for the pitch holder.</p> <p><u>Pitches:</u> Pitches are 5m x 5m (unless extra space is purchased). Please ensure you stay within the boundaries of your pitch. No equipment is provided by the organisers for your pitch. The Carnival Committee will take in to consideration all requests for pitch location but cannot guarantee that this will be possible. Your allocated location on the day is not negotiable.</p>

	<p><u>Rubbish:</u> please make sure you keep your pitch area clean and tidy during the day and when taking down your stand. There will be several rubbish bins and skips on site for any rubbish</p> <p><u>Gazebos:</u> please ensure that any gazebos are firmly pegged down and guy ropes are fixed securely and clearly visible to the public so they do not become a trip hazard.</p> <p><u>Banners:</u> Please ensure any banners / pop-up banners are firmly anchored</p> <p><u>Generators:</u> if you have a generator on your stand you must provide a suitable fire extinguisher. If you are bringing a generator please advise us as soon as possible.</p> <p><u>Music:</u> broadcast of any music needs to be covered by a PRS licence and kept to a sensible volume.</p> <p><u>Anti-social behaviour:</u> Please respect your fellow pitch holders. If you have any queries on the day please address them to one of the marshalls on site or in the headquarters tent. Any anti-social behaviour towards fellow pitch holders, the organisers or the general public may result in you being removed from the site.</p> <p><u>Decoration:</u> All Stall holders MUST display the name and address of their company/organisation prominently. We hope that you will decorate your stall as attractively and appropriately as possible. We strongly advise the use of a gazebo or small marquee to provide shelter from sun or rain.</p> <p><u>Prices:</u> Prices of goods on sale or being demonstrated must be clearly displayed. Please note that no mock auctions are allowed.</p>
Safety & Security:	You are responsible for the Health & Safety on and around your pitch and you must consider your staff and members of the general public occupying your area. It will be your responsibility to produce a risk assessment of your activity. Money and valuables should be out of sight and secured. All traders must comply to the appropriate local safety regulations; including Environmental Health, fire, trading standards etc.
Liability:	Amesbury Carnival Committee cannot be held responsible for any loss or damage to property or injury to any person caused by your activity at this event.
Take-Down	Pitches are not to be taken down before 5.00pm. The carnival finishes at 5.15pm and until this point there will be members of the public moving around and there will not be an opportunity for vehicles to leave the site from the pitch area.
Photography	Official Carnival photographers will be present throughout the day and any photographs taken will be used for Carnival promotion purposes. Please let them know if you do not wish any photographs taken of you and your stand to be published.